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CONVICTION DISCLOSURE INSTRUCTIONS

1. Traffic misdemeanor/felony convictions include the following: Driving Under the Influence (DUI), Reckless Driving, Driving without a License, Driving While License Suspended, etc.
2. Convictions are PERMANENT and they will show up on your criminal background report even after 10 years. This may also include records that have been dismissed per Penal Code 1203.4.
3. Having convictions does not automatically disqualify you as a candidate, but failure to disclose ANY conviction WILL result in automatic disqualification.
4. If you have any doubt about your criminal history, do not complete any forms until you have obtained your own criminal background results from the California Department of Justice (DOJ). Instructions on requesting your own criminal records can be found at <http://aj.ca.gov/fingerprints/security.php>

I have read these instructions and I understand them completely.

Signature: _____

Date: _____